



Board of Trustees
APPROVED AGENDA

Location: Small Meeting Room, Auburn Hills Public Library
3400 E. Seyburn Drive, Auburn Hills, Michigan 48326 (248) 370-9466
Thursday, March 23, 2017 at 7:00 PM

1. Call to Order

2. Roll Call

3. Approval of Draft Agenda:

- a. March 23, 2017

4. Approval of Draft Library Board Minutes:

- a. January 26, 2017

5. Financial Report:

- a. January 31, 2017
- b. February 28, 2017

6. Call to the Public:

According to Auburn Hills Public Library Board of Trustee Bylaws, Article 3, Item 3.12,
"The public shall address the Board during "Call to the Public." A person shall not address the Board in excess of five minutes unless the time is extended by a majority vote of the Board present. Persons wishing to address the Board shall identify themselves and their place of residence. All comments by the public shall be made directly to the Board."

7. Library Director's Report

8. Other Reports:

- a. Friends of the Library

9. Ongoing Business:

- a. Survey
- b. Cable
- c. Investments
- d. Budget Amendments

10. New Business:

- a. Plante Moran 2016 Contract
- b. Daytime Library Board Meetings
- c. Email

11. Comments from the Board (Communications)

12. Adjournment

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the library at the number listed above, 48 hours prior to the meeting. Staff will be pleased to make the necessary arrangements. The minutes of the Library Board meetings are housed at the Library with the exception of closed session minutes.

Board of Trustees

APPROVED MINUTES

Location: Small Meeting Room, Auburn Hills Public Library
3400 E. Seyburn Drive, Auburn Hills, Michigan 48326 (248) 370-9466

Thursday, March 23, 2017

1. **Call to order:** Beverly Miller called the meeting to order at 7pm.
2. **Roll Call:** Beverly Miller, Kay Kastran, Cathy Moldenhauer, Vickie Ellis and Mary Jo Ahern. Richard Siepielski was absent.

Also present were Director McCoy and Transcriber, Sandy Burns

Guests: 3

3. **Approval of Draft Agenda:** Cathy Moldenhauer moves to accept the Draft Agenda, Mary Jo Ahern seconds it.

Vote: Yes: Vickie Ellis, Mary Jo Ahern, Beverly Miller, Kay Kastran and Cathy Moldenhauer.

No: None

Motion carried: 5-0

4. **Approval of Draft Library Board Minutes:**

a: January 26, 2017: Kay Kastran moves to accept the minutes as they stand and Mary Jo Ahern seconds it.

Vote: Yes: Vickie Ellis, Mary Jo Ahern, Beverly Miller, Kay Kastran and Cathy Moldenhauer

No: None

Motion carried: 5-0

5. **Financial Report:** As of January 31, 2017, total assets are \$826,667.75; Total Liabilities YTD are \$45,514.24; Total Revenues YTD are \$331,296.21; Total Expenditures YTD are \$95,207.73; Total Fund Balance YTD is \$765,855.25 and ending fund balance YTD is \$1,017,242.00.

As of February 28, 2017, total assets are \$826,835.67; Total liabilities YTD are \$45,514.24; Total revenues YTD are \$526,853.98; Total expenditures YTD are \$181,802.82; Total fund balance YTD is \$765,855.25 and Ending fund balance YTD is \$1,126,372.59.

6. **Call to Public:** NONE

7. **Library Directors Report:** Beverly speaks to the board about opting out of TIFFA after reading the letter from Governor Snyder, and she asks for a motion to contact the attorney and opt out. Mary Jo Ahern moves to contact attorney to opt out of TIFFA and Vickie Ellis seconds it.

Vote: Yes: Vickie Ellis, Kay Kastran, Mary Jo Ahern, Cathy Moldenhauer and Beverly Miller.

No: NONE

Motion carried: 5-0

Stephanie was asked to call DPW and find out when the repairs will be made from the Safety commission report.

Director McCoy and staff completed and submitted State Aid Grant application to the State of Michigan. We are hoping to receive up to \$18,000.

Library Director completed the purchase of four (4) Friends Wish List items. The items were Battle of the Books materials; National Library week supplies; die-cuts and die-cut storage unit.

Director McCoy will speak with the cable company and negotiate with them to get the cable for the libraries new monitor system at \$24.95 or less per month.

8. **Other Reports:**

a: Friends of the Library: Attended the workshop. Working towards the book sale in May and auction.

9. **Ongoing business:**

a: Survey: Survey Monkey...Kay feels this will be too overwhelming for the board to do on their own. She also checked into consulting firms and she has received references on Anderson & Assoc. LLC from Illinois.... \$20,000 for them to do the survey and all the analysis of the data and present the findings to the board. Bridgeport Consulting LLC...in Michigan...they gave some times to talk to the board the end of March. Kay and Mary Jo will pursue the consulting firms further and bring back all info to the board.

b: Cable: 2 monitors and live streaming.... Mary Jo wants to know the price of the cable. The monitors are in the budget and the foyer monitor would have announcements/flyers on it. Vickie Ellis moves that we authorize Director McCoy to negotiate the cable price and Mary Jo Ahern seconds it. Director McCoy will speak with the cable company and negotiate with them to get the cable for the libraries new monitor system at \$24.95 or less per month.

VOTE: YES: Mary Jo Ahern, Vickie Ellis, Cathy Moldenhauer, Kay Kastran and Beverly Miller.

NO: NONE

Motion carried: 5-0

c: Investments: Met with Michelle Schultz and spoke about the monies...and Mary Jo wishes to wait for Richard to pursue this. The money could be used to buy things Director McCoy needs for the library and/or invested.

d: Budget Amendments: Plante Moran told Director McCoy that the board does not have to make amendments unless the library would go over budget in its totality. Mary Jo Ahern moves that Director McCoy go with the budget in totality to avoid many small amendments and Cathy Moldenhauer seconds it.

VOTE: YES: Vickie Ellis, Cathy Moldenhauer, Kay Kastran, Mary Jo Ahern and Beverly Miller.

NO: NONE

Motion carried: 5-0

10. **New Business:**

a: Plante Moran 2016 Contract was signed by Richard Siepielski so that the library would not be charged extra for them to come out a second time.

b: Daytime Library Board Meetings: Keep it in the evening as it is now. When the new board comes on in the fall, they can make the decision.

c: Email: Fraud email was sent to Mary Jo Ahern. Police were involved. Board will get special library email accounts to hopefully deter this from happening.

11. **Comments from the board:** NONE

12. **Adjournment**: Beverly Miller made a motion to end the meeting at 7:50pm and Kay Kastran seconds it.

VOTE: YES: Kay Kastran, Cathy Moldenhauer, Vickie Ellis, Mary Jo Ahern and Beverly Miller.

NO: NONE

Motion carried: 5-0